

10-9134  
CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

10 March 1957

MEMORANDUM FOR: STANDING COMMITTEE MEMBERS OF THE JCS  
SUBJECT: Status Reports of Intelligence Production  
ENCLOSURE: Draft of Proposed Interagency Operating  
Procedure with a sample form

1. CIA and State have been exchanging information on intelligence produced during each month, in production, and projected as of the last day of the month. Now intelligence projects are currently reported on a form like the enclosure.
2. This has proved so beneficial that it is now thought desirable to extend it to the other producing agencies. A draft of a proposed Interagency Operating Procedure is enclosed for your consideration.
3. At your early convenience, kindly let OMB have your views on this subject.

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and Policy Staff

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9 March 1950

PROPOSED INTERAGENCY OPERATING PROCEDURE

**SUBJECT: Status Reports of Intelligence Production**

**AGENCIES PARTICIPATING IN THIS AGREEMENT:** Central Intelligence Agency  
Department of State  
Department of the Army  
Department of the Navy  
Department of the Air Force ✓

1. In order that CIA may utilize departmental facilities more effectively for the production of national intelligence reports and estimates, and that interested intelligence agencies may be kept informed of work in progress, the following procedures are hereby established:

a. Commencing the month after issuance of this operating procedure, each departmental intelligence organization will submit to the Central Intelligence Agency a monthly status report of the departmental intelligence produced during the month, in production, and projected as of the last day of the month. These monthly status reports will indicate the titles and serial numbers of the listed projects and the dates of actual or anticipated publication, and will be forwarded to CIA by the fifth working day of each month.

b. After submittal of its first status report, as work is begun on a new intelligence project in any departmental intelligence organization, that agency will promptly notify the Central Intelligence Agency of the new undertaking. This notification may be effected by routing to the Central Intelligence Agency a copy of the project initiation form or, if such a form is not used, information equivalent to that requested in subparagraph a above. These new projects will also be included in the monthly status report.

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c. A copy of the form presently used by the Central Intelligence Agency, "Project Initiation Memorandum" is attached hereto for your information and is recommended for the above stated purposes.

d. A consolidated list of all CIA and agency projects will be compiled in CIA and will be circulated to the participating agencies for their information.

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Project: CENTRAL INTELLIGENCE AGENCY  
OFFICE OF REPORTS AND ESTIMATES  
Project Initiation Memorandum

etc:

To:  
From: Publications Division, Projects Planning  
Subject:

Statement of Project:

Origin:

Problem:

Scope:

Graphics (if any):

Form:

Draft due in D/Pab:

Dissemination deadline  
(if any)

Responsible Division:

Internal Coordination:

Departmental Responsibilities:

Classification to be no higher than:

Recommended Dissemination:

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